**Hengyi Industries Sdn Bhd**

**恒逸实业（文莱）有限公司**

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**Routine Inspection Implementation Details**

**巡回检查实施细则**

Department:

Unit:

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**1 Objectives**/**目的**

In order to implement the inspection work according to the relevant requirements in the process management system, as well as to combine with the actual situation of this department, these detailed rules are specially formulated.

为落实工艺管理制度中巡回检查工作的有关要求，结合本部门实际，特制定本细则。

**2 Scope of Application**/**适用范围**

These rules are applicable to Oil Refinery Zone One.

本细则适用于炼油一部

**3 Job Descriptions**/**岗位职责**

3.1 Shift Leader Routine Inspection班长巡回检查

3.1.1 The routine inspection of the shift leader shall be conducted according to the inspection route, inspection time and the content of the inspection of the shift leader.

班长巡回检查按照班长巡检路线、巡检时间和巡检内容进行。

3.1.2 Shift leader will conduct inspection check every 4 hours.

班长按点巡检，每4小时巡回检查一次。

3.1.3 The routine inspection shall be completed within the specified routine inspection period and shall not be done earlier or be delayed.

以规定的巡回检查时间段完成巡检，不得提前或则延迟巡检。

3.1.4 The routine inspection process must strictly be implemented and done according to the route of the routine inspection, and missing out any stop is not allowed.

巡检过程必须严格执行巡回检查的路线，不得漏站。

3.1.5 During the routine inspection, shift leader must carefully check the operating conditions of equipment, instruments and the changes of process parameters such as pressure, liquid level, flow rate, temperature, etc., while at the same time check the condition of the field operator’s routine inspection.

班长巡回检查过程中必须认真检查设备、仪表的运行状况和压力、液位、流量、温度等工艺参数的变化情况，同时检查外操巡检情况。

3.1.6 If problems are found, they should be handled immediately. If the shift itself cannot handle the problem, they shall be reported to the management personnel. Equipment, process and safety problems should be reported to their respective personnel.

发现问题立即处理，班组不能处理的要汇报管理人员处理，设备、工艺、安全分别汇报设备、工艺、安全管理人员。

3.1.7 Records must be kept after inspection, and inspection records shall not be omitted or altered at will.

巡检结束后必须按时记录，巡检记录不得漏记和随意涂改。

3.2 Panel Operator Routine Inspection内操巡回检查

3.2.1 Panel operator routine inspection mainly inspects the DCS process parameters.

内操巡回检查主要是对DCS的工艺参数进行检查。

3.2.2 Main panel operator and assistant panel operator shall inspect all process parameters every 1 hour.

主内操和副内操每1小时对DCS的所有工艺参数进行巡检一次。

3.2.3 The main panel operator is responsible for checking all process parameters against the process card, and must adjust the parameters that exceed the requirements specified in the process card in time, meeting the requirements of the process card.

主内操负责对照工艺卡片检查所有工艺参数，对于超过工艺卡片规定的参数必须及时调节，并满足工艺卡片的要求。

3.2.4 Assistant panel operator must record the process parameters on the operation record every 2 hours and check those process parameters against the index of the process card. The main panel operator must be immediately informed of the process parameter that do not conform to the process card.

 副内操必须每2小时记录一次操作记录上的工艺参数，并对照工艺卡片的指标进行检查，对于不符合工艺卡片的工艺参数必须及时告知主内操。

3.2.5 For the process parameters that exceed the requirements on the process card, if the main panel operator, after adjustment, still cannot meet the requirements of the process card, the problem must be reported to the technical personnel in time. Measures shall be taken after evaluation by the technical personnel in charge.

对于超过工艺卡片的工艺参数，主内操在调节后仍然无法满足工艺卡片要求的工艺参数，必须及时汇报分管技术人员，由分管技术人员进行评估后采取措施。

3.3 Field Operator Routine Inspection外操巡回检查

3.3.1 Oil Refinery Zone One field operator routine inspection is divided into two; main field operator and field operator. The content of the routine inspection and inspection time shall be carried out in accordance with the regulations of the inspection board.

炼油一部外操巡回检查分主外操、外操两个岗位巡检，巡检路线、巡检内容和巡检时间按照巡检牌规定执行。

3.3.2 The routine inspection for each post shall be conducted every 2 hours.

各岗位常规巡回检查按照每2小时巡回检查一次。

3.3.3 The routine inspection shall be completed within the specified routine inspection period and the listing of routine inspection shall not be done earlier or be delayed.

以规定的巡检时间段完成巡检，不得提前或延迟巡检挂牌。

3.3.4 The routine inspection process must strictly be implemented and done according to the route of the routine inspection, and missing out any stop is not allowed.

巡检过程必须严格执行巡回检查的路线，不得漏站。

3.3.5 The routine inspection is mainly conducted by electronic inspection, supplemented by on-site listing.

巡回检查以电子巡检为主，现场挂牌为辅。

3.3.6 Inspection personnel must carefully inspect according to the inspection contents and make records on time when the inspection is done.

巡检人员必须按照巡检站点的巡检内容认真巡检，巡检结束后必须按时记录。

3.3.7 Inspection records shall not be omitted or altered at will

巡检记录不得漏记和随意涂改。

3.3.8 Routine inspectors must keep records according to real-time situation, and not write them in advance, in a later time, inaccurate information and not on other’s behalf.

巡检人员必须按时记录，不得提前、过时记录，不得假记录，不得代为记录。

3.3.9 Department management personnel are responsible for inspecting the inspection of field operator post and shall also be responsible for the assessment.

部门管理人员负责对外操岗位的巡检情况进行检查，并负责进行考核。

3.3.4 Routine inspection at high point remote places 高远点巡回检查

3.4.1 The high and far point inspection of the unit refers to the routine inspection of relatively isolated parts in the operating unit or parts, such as the top of the equipment where it is difficult to reach.

装置高点远点检查是指装置巡回检查标准规定的正常巡检线路以外，对运行装置区域内相对孤立或人员到达较困难的设备顶部等部位的巡回检查

3.4.2 Inspection contents: check the leakage and frost condensation of static sealing points of the equipment; check the thermal insulation of high altitude equipment and safety accessories; check the dislocation and corrosion conditions of the tower ladder, platform and other components. Instruments with indications of operating parameters such as pressure, temperature and liquid level at high places shall be recorded and checked; on-site inspection of each air cooler operating conditions (tube box plug, thermometers, pressure gauges, if there is any leakage in the inlet and outlet of the pipe, etc.); from high altitude, observe the “run, forming, drop, leakage” condition of the equipment and pipeline at various heights.

巡检内容:检查设备的静密封点的泄漏情况、挂霜结露情况；检查高处设备及安全附件的保温情况；检查塔体扶梯、平台等部件的脱位、腐蚀情况；对高处有压力、温度、液位计等运行参数指示的仪表应作记录和核对；现场检查各空冷运行工况（管箱堵头、测温计、压力表、进出口管线等有无泄漏等；从高处抵近观察各高处设备、管线的“跑、冒、滴、漏”情况。

3.4.3 On the day where day shift is doing the routine inspection at high and remote places, the situation of the inspection should be recorded in time. If there is no problem, it is required to write that everything is normal. However, if there is any problem, it should be written in the handover record and should be reported to the department in time.

当天白班班组分区域对高点远点进行检查,对检查情况及时记录,没有问题填写正常,如有问题要求在交接班记录中写清,并向部门汇报。

3.4.4 On Friday, the department will conduct a small inspection and check the respective high and remote areas. The problem will be filled in the department’s weekly inspection checklist.

周五部门职能人员小岗检,对各自的责任区内高点远点进行检查,问题填入部门周岗检检查表中.

3.4.5 The high point remote inspection work is included in the fixed work management of the department. The shift and responsible person who does not conduct high point remote inspection for no reason will be evaluated.

高点远点检查工作纳入部门的固定工作管理。对无故未进行高点远点检查的班组和责任人进行考核。

**4 Management Contents/管理内容**

**4.1 Shift leader post/班长岗位**

4.1.1 Shift Monitor Routine Inspection/班长巡检路线



4.1.2 Regulation of Inspection Time 巡检时间规定

The shift leader should inspect by point and inspection is done every 4 hours. If problems are found, they should be handled immediately. If the shift itself cannot handle the problem, they shall be reported to the management personnel. Equipment, process and safety problems should be reported to their respective personnel. Records must be kept after inspection, and inspection records shall not be omitted or altered at will.

班长按点巡检，每4小时巡回检查一次，发现问题立即处理，班组不能处理的要汇报管理人员处理，设备、工艺、安全分别汇报设备、工艺、安全管理人员。巡检结束后必须按时记录，巡检记录不得漏记和随意涂改。

4.1.3 Field and Panel Operating Parameter Comparison 内外操参数对比无。

4.1.4 Inspection Content 巡回检查内容

During the routine inspection, the shift leader must carefully check the operation condition of the equipment and instrument, as well as the changes of pressure, liquid level, flow rate, temperature and other process parameters, whilst at the same time check the routine inspection of the field operator.

班长巡回检查过程中必须认真检查设备、仪表的运行状况和压力、液位、流量、温度等工艺参数的变化情况，同时检查外操巡检情况。

* + - 1. First Stop 第一站：

Acid Gas & LPG Treating Boundary Area 产品精制界区

1. Check whether equipment in boundary area are leaking检查界区处设备有无泄漏；

(2) Check the liquid level of tower and drum in acid gas & LPG treating unit检查产品精制各塔，罐液位；

1. Check whether there is leakage at sealing point of tower and drum in acid gas & LPG treating unit检查产品精制各塔罐密封点是否有泄漏

4.1.4.2 Second Stop 第二站：

SS-5 3rd Floor SS-5四层

1. Check whether operation of air cooler is operating normally检查空冷运行是否正常；
2. Check liquid level of tower and drum in LER检查轻烃回收各塔，罐液位；
3. Check whether there is leakage at each sealing point of equipment检查各设备密封点是否有泄漏

4.1.4.3 Third Stop 第三站：

Compressor K.O Drum 压缩机分液罐

1. Check liquid level of each compressor K.O drum 检查压缩机各分液罐液位；
2. Check whether there is leakage at each sealing point of compressor K.O drum检查压缩机各分液罐密封点是否有泄漏；
3. Check whether the operation of condensate pump of K.O drum is normal检查分液罐凝液泵运行是否正常

4.1.4.4 Fourth Stop 第四站：

Compressor压缩机

1. Check whether the operation of compressor is normal

检查压缩机运行是否正常；

1. Check whether there is leakage at each sealing point of compressor area检查压缩机区各密封点是否有泄漏

4.1.4.5 Fifth Stop 第五站：

PRA First Floor PRA二层

1. Check whether operation of each pump is normal

检查各机泵运行是否正常；

1. Check whether preheat of each pump is normal

检查各备用机泵预热是否正常；

1. Check whether operation of pre-dist. OVHD air cooler is normal检查初顶空冷风机是否运行正常；
2. Check whether there is leakage at each sealing point of equipment检查各设备密封点是否有泄漏

4.1.4.6 Sixth Stop 第六站：

SS-1

1. Check whether operation of vac. OVHD ejector is normal检查减顶抽真空泵运行是否正常；
2. Check whether there is leakage at each sealing point of equipment检查各设备密封点是否有泄漏；
3. Check liquid level of each tower and drum检查各塔，罐液位

4.1.4.7 Seventh Stop 第七站：

Furnace area 炉区

1. Check whether each nozzle at furnace is combusting normally检查加热炉各火嘴燃烧是否正常；
2. Check whether operation of furnace tubes are normal检查各炉管是否正常；
3. Check whether operation of air blower, induced draft fan blower is normal 检查鼓，引风机运行是否正常；
4. Check whether each sealing point of fuel gas is normal检查燃料气各密封点是否正常

4.1.4.8 Eighth Stop 第八站：

SS-2

1. Check liquid level of pre-dist. tower, atm. tower检查初馏塔，常压塔液位；
2. Check whether there is leakage in each sealing point of equipment检查各设备密封点是否有泄漏；
3. Check whether operation of each equipment in acid gas & LPG treating unit is normal检查产品精制各设备运行是否正常

**4.2 Main Field Operator Post 主外操岗位**

4.2.1 Main Field Operator Routine Inspection主外操巡检路线



4.2.2 Regulation of Inspection Time/巡检时间规定

The main field operator is inspected according to point inspection and should be done once every 2 hours. If problems are found, problems should be reported to the shift leader. If the shift itself cannot handle the problem, they shall be reported to the management personnel. Equipment, process and safety problems should be reported to their respective personnel. Records must be kept after inspection, and inspection records shall not be omitted or altered at will.

主外操按点巡检，每2小时巡回检查一次，发现问题立即汇报班长并及时进行处理，班组不能处理的要汇报管理人员处理，设备、工艺、安全分别汇报设备、工艺、安全管理人员。巡检结束后必须按时记录，巡检记录不得漏记和随意涂改。

4.2.3 Field and Panel Operating Parameter Comparison/内外操参数对比

During the inspection of the main operator, according to the regulations and internal operations, the on-site liquid level and boundary level of each tower and drum are compared to the liquid level and boundary level parameters displayed by the DCS. The deviation should be handled in time and recorded well. If the problem cannot be handled immediately, they shall be reported to the management personnel. Equipment, process and safety problems should be reported to their respective personnel.

主外操巡检期间按规定与内操对各塔和罐的现场液位、界位和室内DCS显示的液位、界位参数进行对比，发现偏差及时处理、并做好记录，如不能及时处理的要汇报管理人员处理，设备、工艺、安全分别汇报设备、工艺、安全管理人员。

4.2.4 Inspection Content/巡回检查内容

4.2.4.1 First Stop 第一站：

SS-7

1. Check whether there is leakage in the condensate discharge in boundary area检查界区处各导凝有无泄漏；
2. Check liquid level of tower and drum in acid gas & LPG treating unit检查产品精制各塔，罐液位；
3. Check whether there is leakage in each sealing point in tower of acid gas & LPG treating unit检查产品精制各塔罐密封点是否有泄漏；
4. Check whether operation of each equipment is normal检查各设备运行是否正常

4.2.4.2 Second Stop 第二站：

SS-5 3rd Floor SS-5四层

1. Check liquid level of each tower and drum 检查各塔，罐液位；
2. Check whether there is leakage in each sealing point of equipment 检查各设备密封点是否有泄漏

4.2.4.3 Third Stop 第三站：

SS-5

1. Check liquid level of each tower and drum 检查各塔，罐液位；
2. Check whether there is leakage in each sealing point of equipment 检查各设备密封点是否有泄漏；
3. Check whether the operation of each cold exchange equipment is normal 检查各冷换设备运行是否正常

4.2.4.4 Fourth Stop 第四站

PRA西

1. Check whether operation of each LER pump is normal检查轻烃各泵运行是否正常；
2. Check whether there is leakage in each sealing point of drum检查各罐密封点是否有泄漏

4.2.4.5 Fifth Stop 第五站：

Compressor 压缩机

1. Check whether operation of compressor is normal检查压缩机运行是否正常；
2. Check whether operation of auxiliary equipment is normal检查压缩机辅助设备运行是否正常；
3. Check whether there is leakage in each sealing point of equipment检查各设备密封点是否有泄漏

4.2.4.6 Sixth Stop/第六站：

SS-3

1. Check whether the operation of electric desalter is normal检查电脱盐运行是否正常；
2. Check the color of water discharge in electric desalter检查电脱盐切水颜色；
3. Check the current and voltage of the electric desalter检查电脱盐罐电流电压；
4. Check whether the operation of each pump in electric desalter is normal检查电脱盐区各机泵运行是否正常

4.2.4.7 Seventh Stop/第七站：

SS-1

1. Check whether the operation of vac. ejector is normal检查减压塔抽真空泵运行是否正常；
2. Check liquid level of vac. tower and drum检查减压塔及各罐液位；
3. Check whether there is leakage in each sealing point of equipment检查各设备密封点是否有泄漏

4.2.4.8 Eighth Stop/第八站：

1st Floor Platform of Vac. Furnace 减压炉二层平台

1. Check whether each nozzle at furnace is combusting normally检查加热炉各火嘴燃烧是否正常；
2. Check whether operation of furnace tubes are normal检查各炉管是否正常；
3. Check whether operation of air blower, induced draft fan blower is normal 检查鼓，引风机运行是否正常；
4. Check whether each sealing point of fuel gas is normal检查燃料气各密封点是否正常

4.2.4.9 Ninth Stop 第九站：

Rainwater Lifting Pool 雨水提升池

1. Check whether there is a layer of oil in the rainwater lifting pool检查雨水池内是否有油花

4.2.4.10 Tenth Stop 第十站

Atm. Tower Area 常压塔区

（1） Check liquid level of each tower and drum检查各塔罐液位

（2） Check whether there is leakage at each sealing point of equipment检查各设备密封点是否有泄漏

4.2.4.11 Eleventh Stop 第十一站

PRA North PRA北

1. Check whether the operation of each pump is normal检查各机泵是否运行正常；
2. Check whether the preheating of each spare pump is normal检查各备用泵预热是否正常；
3. Check whether there is leakage at each sealing point of equipment检查各设备密封点是否有泄漏
	* + 1. Twelfth Stop/第十二站

SS-2 2nd Floor SS-2三层

（1）Check whether the operation of each heat exchange equipment is normal检查各换热器运行是否正常；

（2）Check whether the operation of each air cooler is normal 检查各空冷风机运行是否正常；

（3）Check liquid level for each drum检查各罐液位；

（4） Check whether there is leakage at each sealing point of equipment检查各设备密封点是否有泄漏

**4.3 Assistant Field Operator Post/外副操岗位**

4.3.1 Assistant Field Operator Routine Inspection /外副操巡检路线



4.3.2 Regulation of Inspection Time/巡检时间规定

The assistant field operator is inspected according to point inspection and should be done once every 2 hours. If problems are found, problems should be reported to the shift leader. If the shift itself cannot handle the problem, they shall be reported to the management personnel. Equipment, process and safety problems should be reported to their respective personnel. Records must be kept after inspection, and inspection records shall not be omitted or altered at will.

外副操按点巡检，每2小时巡回检查一次，发现问题立即汇报班长并及时进行现场处理，班组不能处理的要汇报管理人员处理，设备、工艺、安全分别汇报设备、工艺、安全管理人员。巡检结束后必须按时记录，巡检记录不得漏记和随意涂改。

4.3.3 Field and Panel Operating Parameter Comparison/内外操参数对比

During the inspection of the main operator, according to the regulations and internal operations, the on-site liquid level and boundary level of each tower and drum are compared to the liquid level and boundary level parameters displayed by the DCS. The deviation should be handled in time and recorded well. If the problem cannot be handled immediately, they shall be reported to the management personnel. Equipment, process and safety problems should be reported to their respective personnel.

外副操巡检期间按规定与内操对各塔和罐的现场液位、界位和室内DCS显示的液位、界位参数进行对比，发现偏差及时处理、并做好记录，如不能及时处理的要汇报管理人员处理，设备、工艺、安全分别汇报设备、工艺、安全管理人员。

4.3.4 Inspection Content 巡回检查内容

4.3.4.1 First Stop 第一站：

PRC管廊

1. Check whether there is leakage in the condensate discharge in boundary area 检查界区处各导凝有无泄漏；
2. Check whether operation of each pump is normal检查各机泵运行是否正常；
3. Check whether there is leakage at each sealing point at tower and drum检查各塔罐密封点是否有泄漏

4.3.4.2 Second Stop 第二站：

SS-5

1. Check whether the operation of air cooler is normal检查空冷运行是否正常；
2. Check liquid level of tower and drum in LER检查轻烃回收各塔，罐液位；
3. Check whether there is leakage at each sealing point of equipment检查各设备密封点是否有泄漏

4.3.4.3 Third Stop 第三站：

PRA South PRA南

1. Check whether basic operation of LER is normal检查轻烃各基本运行是否正常；
2. Check whether there is leakage at each sealing point of equipment检查轻烃各设备密封点是否有泄漏

4.3.4.4 Fourth Stop 第四站

PRA Middle PRA中

1. Check whether the operation of each pump is normal检查各机泵是否运行正常；
2. Check whether preheat of each spare pump is normal检查各备用泵预热是否正常；
3. Check whether there is leakage at each sealing point of equipment检查各设备密封点是否有泄漏

4.3.4.5 Fifth Stop 第五站：

Compressor Area 压缩机区

1. Check whether the operation of compressor is normal检查压缩机运行是否正常；
2. Check whether there is leakage at sealing point in the compressor area检查压缩机区各密封点是否有泄漏；
3. Check the liquid level of each K.O drum in the compressor检查压缩机各分液罐液位；
4. Check whether the operation of K.O. drum condensate pump is normal检查分液罐凝液泵运行是否正常

4.3.4.6 Sixth Stop 第六站：

SS-3

1. Check the condition of each operating pump检查各机泵运行情况；
2. Check the liquid level of each inhibitor检查各药剂罐液位；
3. Check whether there is leakage at each sealing point in equipment检查各设备密封点是否有泄漏

4.3.4.7 Seventh Stop 第七站：

Electric Desalter Area 电脱盐区

1. Check the boundary level of electric desalter检查电脱盐罐界位；
2. Check the color of water discharge of electric desalter检查电脱盐罐切水颜色；
3. Check the current and voltage of electric desalter检查电脱盐罐电流，电压

4.3.4.8 Eighth Stop 第八站：

SS-1

1. Check whether the operation of vac. ejector is normal检查减顶抽正空泵运行是否正常；
2. Check the liquid level of each tower and drum检查各塔，罐液位；
3. Check whether there is leakage at each sealing point of equipment检查各设备密封点是否有泄漏

4.2.4.9 Ninth Stop第九站：

Furnace Area 炉区

1. Check whether each nozzle at furnace is combusting normally检查加热炉各火嘴燃烧是否正常；
2. Check whether operation of air blower, induced draft fan blower is normal 检查鼓，引风机运行是否正常；
3. Check whether there is leakage at each sealing point of fuel gas 检查燃料气各密封点是否有泄漏

4.2.4.10 Tenth Stop 第十站

PRA North PRA北

1. Check whether the operation of each pump is normal检查各机泵是否运行正常；
2. Check whether preheating of each spare pump is normal检查各备用泵预热是否正常；
3. Check whether there is leakage at each sealing point in equipment检查各设备密封点是否有泄漏

**5 Inspection and Assessment 检查与考核**

5.1 The routine inspection is completed within the specified time. If the department finds out that the post personnel did not inspect according to the routine inspection, the department will issue a violation notice and deduct the responsible person’s monthly of BND$40; missed out stop will deduct BND$20/stop; if inspection is not done for the second time for that month, deduct BND$50; if inspection is not done for the third time for that month, this problem should be handled according to the company’s assessment requirement.

巡检在规定时间内完成巡检，部门检查发现岗位人员未按巡检，发违章告知一份，扣责任人月奖40文币，站点漏巡检，扣20文币/站；当月出现第二次未按要求巡检挂牌，扣50文币；当月出现第三次未按要求巡检挂牌，按公司考核规定处理。

5.2 If company’s shift duty personnel has checked and found out that the post personnel did not do routine inspection and listing as required, it should be dealt according to serious violations.

公司值班人员检查发现岗位人员未按要求巡检挂牌，按照严重违纪处理。

5.3 The handwritten records or electronic records of the post personnel can be fraudulent, if found, responsible person deduct BND10-20/time, missing record deduct BND$2, if altered deduct BND$10.

岗位人员手写记录或电子记录出现弄虚作假，扣责任人10--20文币/次，漏记录按2文币/处考核，修改他人记录10文币/处考核。

5.4 If on-duty personnel did not record in time or in advance or outdated, each responsible person deduct BND$10, if this happens for 4 consecutive time, this should be handled according to assessment (except for special case)

当班人员未按时记录、提前或过时记录，每次扣责任人10文币，连续4个点不按时记录的按未巡检考核。（特殊情况除外）

5.5 Work shift and operation changes, adjustment of operating parameters, equipment operation status, etc. should be clearly handed over and if it is not handed over clearly, deduct BND$10/time

当班工作变化及操作变化、操作参数的调整、设备运行状况等交接班内容要交接清楚，不交清、不交班或口头交接每次扣10文币/次。

**6 Additional Remarks/附则**

6.1 These rules are managed by the Planning and Scheduling Department

本细则由计划调度部归口管理。

6.2 Drafting department: Oil Refinery Zone One

本细则起草部门：炼油一部。

6.3 The right to interpret this rule belongs to the Planning and Scheduling Department

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6.4 The preparation and approval of the rules and regulations are shown in Table 1

本细则版本编制和审批情况见表1：

**Table 1: Document preparation and approval表1 文件版本编制和审批情况**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1 | 2018-03-30 | Li Hou Liang李厚亮  | Zhang Chong Lin张崇林 | Chen Lian Cai陈连财 |
| Version版本 | Dist. Date颁布日期 | Editor编制人 | Reviewer审核人 | Approver批准人 |